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**MEMORANDUM FOR: Assistant Director for Personnel**

**SUBJECT : Revision of the Table of Organization for the Office of the Deputy Director (Administration)**

1. I have approved the establishment of an additional position in the Table of Organization for the Office of the Deputy Director (Administration). This position is tentatively identified as follows:

<u>Title</u>	<u>Classification</u>	<u>Grade</u>
Career Management Officer	0201.03	GS-13

2. A brief description of the responsibilities to be assigned to the incumbent of this position is as follows:

a. As Senior Career Management Officer for the Deputy Director (Administration) organization and the several administrative Career Services:

(1) Recommends to the Deputy Director (Administration) policies, procedures and improvements in career development programs for both general and specialized administrative personnel in the Deputy Director (Administration) and the Deputy Director (Plans) organizations, particularly with respect to planning the long range career development of individuals.

(2) Provides staff guidance on career service matters to the heads of the specialized administrative Career Services (Logistics, Budget and Finance, Security and Medical) through their Career Service Boards and through the Career Management Officers, Personnel Officers or Administrative Officers who directly support these Boards.

(3) Serves as a member of the joint Administrative Career Services Panel established by the administrative Career Service Board.

b. As Career Management Officer for the Administration Career Service:

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(1) Advises and assists the Deputy Director (Administration) and the Administration Career Service Board in discharging the responsibilities stated in paragraph 4.c. of Regulation No.

(2) Provides direct staff guidance on career service matters to the Administration Support Career Service Board.

(3) Prepares and recommends long-range career development plans for individual employees with the general administrative service designation "SD-A", and provides staff guidance to the specialized administrative Career Services in the performance of this function.

(4) Assists the Executive Secretary, Administration Career Service Board, (Special Assistant to the Deputy Director (Administration)), and performs the Executive Secretary's duties in his absence.

e. Performs related duties as directed by the Deputy Director (Administration) and as requested by the Administration Career Service Board.

3. It is requested that you approve the title, classification and grade of this position, and accomplish the necessary change in the Table of Organization of the Office of the Deputy Director (Administration).

4. It is further requested that you nominate suitable candidates for this position from the Personnel Career Service. As you know, I am vitally interested in the Agency's efforts to plan and accomplish the long-range career development of its personnel. The Senior Career Management Officer on my staff will play a significant role in conducting pioneer studies in this area and in proposing the patterns of career development planning to be followed by all of the administrative Career Services. I would appreciate your proposing candidates for this position who have the interest, initiative and enthusiasm which, in my opinion, the position requires.

/s/  
L. E. WHITE  
Deputy Director  
(Administration)

cc: Comptroller  
Chief, Management Staff

SA-DD/A:DST:mrp (19 July 1954)

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